

Date: June 17, 2016

To: Authorized Representatives of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

From: Jessica Sharkus, RDN, CD
Director-School Nutrition Team (SNT)

Subject: Notification that your SFA will be receiving an Administrative Review (AR) in school year (SY) 2016-17

The USDA's AR replaces the Coordinated Review Effort (CRE) in assessing a SFA's administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other child nutrition programs. State Agencies must conduct ARs of all SFAs participating in the NSLP and/or SBP at least once during each three-year review cycle.

The purpose of this memo is to inform you that your SFA is identified as an agency that will receive an AR in SY 2016-17.

The objectives of the AR are to:

- Determine whether the SFA meets program requirements.
- Provide technical assistance.
- Secure any needed corrective action.
- Assess fiscal action, if applicable.

The scope of the AR focuses on two primary review components: Critical Areas of Review and General Areas of Review. The Critical Areas of Review are Performance Standard 1 and Performance Standard 2. Performance Standard 1 focuses on the certification and benefit issuance process and the accuracy of meal counting and claiming. Performance Standard 2 focuses on whether meals claimed for reimbursement meet meal pattern and nutritional quality requirements. The General Areas of Review are Resource Management and other areas of general program compliance. Resource Management addresses the maintenance of the nonprofit school food service account, paid lunch equity, revenue from non-program foods, and indirect costs. General program compliance includes civil rights, SFA on-site monitoring, the local school wellness policy, Smart Snacks in school, professional standards, water, food safety, reporting and recordkeeping, and Summer Food Service Program Outreach.

The AR is designed so that some aspects are conducted off-site and other aspects on-site. During the off-site component, the SNT collaboratively works with the SFA to collect information four to six weeks prior to the on-site review. This allows the SNT to gain a better understanding of SFA operations prior to the on-site review, thus providing for a more collaborative and efficient review process.

To help you prepare for your AR, we strongly recommend that staff involved in administering the school nutrition programs attend the School Nutrition Skills Development Courses (SNSDC) over the summer. These trainings are free, include a variety of topics, and are located throughout the state. For more information and to register, go to <http://dpi.wi.gov/school-nutrition/training>.

There is a SNT webpage dedicated to helping you prepare for your AR at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review>. This webpage includes resources, links to webinars, and more details about what to expect for each of the review areas.

In the memorandum dated February 12, 2016, the Wisconsin Department of Public Instruction (DPI) SNT introduced the new School Nutrition Accountability Software (SNACS) system. A copy of the memo can be found here: <http://dpi.wi.gov/school-nutrition/snacs>. As outlined in the memo, SNACS automates the review process and, as a result, all schools and districts will be required to use the software for the AR. The use of SNACS will be phased in over time. For SY 2016-17, a number of schools and districts receiving a review are required to utilize SNACS. We will notify you at a later date if your SFA is selected to utilize SNACS.

The list of all SFAs receiving an AR during SY 2016-17 and the assigned consultant is on our AR webpage at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/administrative-review>. You will be contacted by the consultant assigned to your review to schedule and provide additional details about the review.

We look forward to working with you and assisting you in any way possible as we work on our common goal of providing nutritious and healthy meals for Wisconsin's children.